

## STEP 2

### REPLY TO EMPLOYEE GRIEVANCE Assistant Director

**Assistant Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Employee Answer:**

- ☐ I accept the answer to my grievance.
- ☐ I do not accept the answer to my grievance and will refer it to the next step.

**Note:** Explain fully why you do not accept the above response/decision.

**Grievant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_